



Arizona Department of Education  
Tom Horne, Superintendent of Public Instruction

August 26, 2010

Dear ELL Exhibitor:

The Office of English Language Acquisition Services invites you to participate as an exhibitor in "Toward a Higher Standard of Performance," the 2010 OELAS conference which will take place in Litchfield Park on December 8-10, 2010.

**Place:** The Wigwam Resort  
300 E. Wigwam Boulevard  
Litchfield Park, Arizona 85340  
<http://www.wigwamresort.com>

**Times:** Set up Wednesday, December 8 – 5:30 PM to 9:00 PM  
Exhibit Thursday, December 9 - 7:30 AM to 4:00 PM  
Exhibit Friday, December 10 – 7:30 AM to 12:00 PM

**REQUESTED EDUCATIONAL MATERIALS:**

The Office of English Language Acquisition Services is asking that exhibitors only bring samples of English educational materials for all grade levels that are strictly for English Language Development. **Specifically, we are interested in educational materials in the areas of phonology, morphology, syntax, lexicon, and semantics for English Language Learner instruction. Grammar materials are of particular interest.**

1. ADE will be responsible for coordinating: space, a skirted 6' table, chairs and wastebasket for each vendor.
2. Set-up and breakdown times are: 5:30 PM to 9:00 PM on Wednesday, December 8, and 12:00 PM to 1:00 PM on Friday, December 10.
3. Exhibit times are: Thursday, December 9, 2010 from 7:30 AM – 4:00 PM and Friday, December 10 from 7:30 AM to 12:00 PM.
4. Exhibitors will be responsible for: Electricity (extension cords, power strips, etc.), and all other AV/power needs.
5. Exhibitors must NOT use a large (\*wide/towering) display, extra boxes, extra chairs or anything else that will: impede the flow of foot-traffic, violate fire regulations, or be unsightly. Exhibitors must ensure that their area is tidy; vendors need to 'police' their tables (attendees will leave drinks/dishes, etc.).
6. This is a non-partisan/competitive/first-come, first-served process. The registration fee of \$295 is due and payable by November 15, 2010, and includes access to breakfast, refreshment breaks and lunch for one. If payment is not received in our offices by that date, the space reserved will be allocated to another exhibitor. Refunds are available if cancellation in writing is received before October 15, 2010.
7. Exhibitors' online registration will be open from September 15, 2010 to November 15, 2010 online at <http://www.ade.az.gov/oelas>. You may also go directly to the ADE online registration site at [www.ade.az.gov](http://www.ade.az.gov); go to the Calendar of Events icon and then to December 9, 2010.
8. The special government guest room rate is available only until November 8, 2010 and is based on availability. Be sure to make your reservation by that time to receive this group rate at 623.935.3811 or toll-free 1.800.327.0396.
9. Should you wish to sponsor any items or events, you are welcome to contact us directly.

If you have any questions, please contact Jackie Jones at [Jackie.Jones@azed.gov](mailto:Jackie.Jones@azed.gov) or Pat Scott at [Pat.Scott@azed.gov](mailto:Pat.Scott@azed.gov).

Sincerely,  
Jackie Jones  
Office of English Language Acquisition Services  
Arizona Department of Education